

PERFORMANCE IMPROVEMENT PLAN

Concern	Standard	Action Plan	Completion Date	Current Review Date	Next Review Date	Outcome/Accomplishments
<i>List any development needs in the box or boxes below</i>	<i>Tell what performance criteria must be met.</i>	<i>List what steps will be taken to achieve the standard.</i>	<i>List deadline for meeting standard</i>	<i>List date the progress is being reviewed.</i>	<i>List the next date the progress will be reviewed.</i>	<i>List the outcomes and accomplishments at review.</i>
1. Jane Doe is prone to emotional displays.	Communication will be professional without raised voices, crying, and negative non-verbal cues such as sighs, finger-pointing, and eye-rolling.	Jane Doe will contact her supervisor when she starts to feel upset before her frustration reaches a problem level.	Ongoing Until Further Notice			
2. Jane Doe fails to use appropriate communication channels.	Jane Doe must use the chain-of-command to resolve any issues that arise with her co-workers.	a. Jane Doe will continue to meet with her supervisor weekly to discuss any issues that have arisen and how they were resolved.	Ongoing Until Further Notice			
		b. Jane Doe will contact her supervisor for instruction when she feels a co-worker is doing something incorrectly.	Ongoing Until Further Notice			
3. Jane Doe steps outside the bounds of her job description.	Jane Doe must work within the framework of her job description.	a. Jane Doe and her supervisor will re-read Jane's job description line-by-line together	8/1/09			
		b. Jane Doe will continue to meet with her supervisor weekly to discuss activities.	Ongoing Until Further Notice			
		c. Jane Doe will contact her supervisor with any outside requests or meetings prior to committing.	Ongoing Until Further Notice			

Employee Signature: _____

Date: _____

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Supervisor Signature:

Date:
